



COMAP REPORT

The Governor's Commission on Management and Productivity

June 15, 1995

Automation

Chief Information Officer

Names of potential candidates for the state Chief Information Officer (CIO) were submitted to the Governor's Office for the final selection. The Governor met with each candidate, and selected Mike Benzen as the CIO for the State of Missouri. A formal announcement will be sent separately.

Data Center Consolidation

Detail data collected for the data center consolidation project will be complete in June. The detail base review will take place in July and August. Budget changes were made in the 1995 legislative session to allow flexibility in charging back additional mainframe data center services.

Data Network Consolidation

Several proposals are being prepared by vendors for consolidation and/or outsourcing of data network services.

Efficient Operations

Merit System Review

The Merit System Review Team has been appointed (see page 3). The proposed merit system changes have been reviewed with department personnel officers, appointing authorities, unions, State Personnel Management Council, Affirmative Action Council and other departmental groups. Research with other states regarding their implementation is continuing.

Consolidations

An interim report regarding print shop, mail room, and warehouse operations in state government has been submitted to the House, Senate, and Budget and Planning for their information.

Procurement

House Bill 562, revising state purchasing statutes, passed in the 1995 legislative session. It allows purchases of less than \$3,000 to be made on the open market; \$3,000 to \$25,000 by competitive; and over \$25,000 by formal bid. Current limits are under \$1,000; \$1,000 to \$10,000; and over \$10,000, respectively. The changes allow for the utilization of certain electronic medium for advertising bids, allows for a competitive proposal process which includes the ability to negotiate, and grants the ability to waive competitive bids when only one feasible source for purchasing supplies is available.

Job Application Database

Funding is available on July 1 to create a central database for employment applications with access by all state departments. This system is being designed.

Fiscal Policy

Statewide Safety Program

The Department Safety Coordinators for the State Safety Steering Committee have been appointed (see page 3). The Office of Administration will lead and support the committee. A request for proposal has been written for a safety specialist to develop a plan for the state.

Maintenance and Repair

Senate Joint Resolution 24 passed in the 1995 session. This amendment to the Missouri Constitution, if approved by the voters, creates the Facilities Maintenance Reserve Fund, to be used for maintaining, repairing, and renovating state facilities. Beginning July 1, 1997, an amount of money equal to 0.1% of net general revenue collections for the immediately preceding year is to be credited to the fund. This amount will increase yearly by 0.1% until the total percentage transferred equals 1% of the revenue collected in the preceding fiscal year, with 1% being placed in the fund each year thereafter.

Design and Construction

House Bill 622 passed in the 1995 legislative session, changing the procedures for procuring construction, maintenance and repair services for state facilities. It increases the size of projects which may be accomplished without a formal advertising and bid process from \$10,000 to \$25,000 and allows the Director of the Division of Design and Construction to delegate the authority to procure these services to the other agencies. It also gives the director the authority to "sole source" products in limited circumstances. These changes will simplify the process for procuring construction services and will make it easier and faster to accomplish maintenance and repair projects. The bill also clarifies the functions assigned to the Division of Facilities Management.

Management Improvement and Customer Service

Service Improvement Process

Interviews were held for the Director of the Office of Excellence in Customer Service. A selection will be made shortly. The budget for the office personnel and equipment passed in the 1995 legislative session.

Elimination of Boards and Commissions

House Bill 574, which eliminates several boards, commissions, committees, and councils that have been inactive, passed in the 1995 legislative session. This bill also transferred the duties of the Horse Racing Commission to the State Gaming Commission, reorganized the membership of the Southern States Energy Board, and lowered the compensation for members of the State Savings and Loan Commission.

Organizational Planning

Strategic Planning Process

The Interagency Planning Council members have been appointed (see page 3). An organizational meeting was held on May 18 with the Interagency Planning Council and the COMAP Organizational Planning Implementation Team. The Governor spoke to his Cabinet on May 25 regarding his commitment to strategic planning. Individual agencies are beginning their strategic planning process. Training and orientation seminars are being developed.

Performance-based Budgeting Process

All new budget decision items for the upcoming budget submissions will use the new decision item format that includes performance data. All budget items for the following year will use the new process.

Workforce

Flexible Benefits

Senate Bill 410, authorizing the Office of Administration to develop a flexible benefit plan for all state employees, passed in the 1995 legislative session. The purpose of the flexible benefit plan is to treat employees equitably, to allow employees to customize their benefit selection to meet their needs, and to provide employee benefits in a cost-effective manner.

Affirmative Action

A budget request passed the 1995 legislative session to provide resources to the Equal Employment Opportunity Office. These resources will allow the automation of the filing and updating of affirmative action plans, allow contracting for statistical data gathering and research, and improve recruitment efforts. Each department will develop a diversity program, with diversity training for managers and supervisors being provided centrally. The State Training Advisory Council and the Affirmative Action Council will review the departmental diversity plans.

Midpoint-based Salary System

Meetings were held with each of the Executive Department Directors and employee representative organizations to gather information on what a successful midpoint-based salary system should include. The data has been assembled, evaluated, and recommendations formulated. The recommendations will be developed and presented at the end of June. The task force on total compensation is expected to be appointed in June or July.

APPOINTED TEAMS:

Merit Review

Merit Department Director	Jim Lowery
Merit Department Director	Melba Price
Non-merit Department Director	John Saunders
Non-merit Department Director	Sandra Moore
Merit System Subgroup	Paul Herman
Merit System Subgroup	Rep. Joan Bray
Merit System Subgroup	Lee Capps
Merit System Subgroup	Tom Hodges
Merit System Subgroup	Sen. Larry Rohrbach
Merit System Subgroup	Brian Long
Personnel Advisory Board	David C. Harrison
Personnel Advisory Board	Julia A. Hawkins
Personnel Advisory Board	Paul A. Boudreau

Interagency Planning Council

Office of Administration	John Boehm
Agriculture	Robin Perso
Conservation	Dan Zekor
Corrections	Paul Herman
Economic Development	Quentin Wilson
Elementary & Secondary Educ.	Dr. John Allan
Health	Linda Hilleman
Higher Education	Michael McManis, Ph.D.
Insurance	Steven Beal
Highway & Transportation	J.T. Yarnell
Labor & Industrial Relations	David Mitchem*
Mental Health	Jackie White
Natural Resources	Sherry Boldt
Public Safety	Dave Rost
Revenue	Robert Kalt
Social Services	Chris Rackers
House Staff	Darrell Jackson
Senate Staff	Tim Dawson
Assistant Director for Planning/OA	Susan Jenkins*
Governor's Office	Jill Friedman

*co-chairperson

Safety Steering Committee

Office of Administration	Mark Allen
Agriculture	Roy Humphreys
Conservation	Anita Fleischmann
Corrections	Dale Riley
Economic Development	Mark Rehagen
Elementary & Secondary Educ.	Gary Jones
Health	
Higher Education	Janet Butcher
Insurance	Tom Redel
Highways & Transportation	
Labor & Industrial Relations	Steve Dunn
Mental Health	Jim Lowery
Natural Resources	Capt. Steve Moody
Public Safety	Kay Cliburn
Revenue	Mike Backer
Social Services	Al Gage

**COMMISSION ON MANAGEMENT
AND PRODUCTIVITY (COMAP)**

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P.O. Box 809

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TO:



**1995 COMAP Legislation
PASSED**



**Congratulations to all those involved in working
to get COMAP Legislation passed.**

- ◆ HB562 - Revises State Purchasing Statutes
- ◆ HB574 - Eliminates Certain Boards and Commissions
which are obsolete, inactive or unneeded
- ◆ HB622 - Regulates Public Buildings and Lands
- ◆ SB410 - Requires Office of Administration to develop a
flexible benefit program for state employees
- ◆ SJR24 - Creates the Facilities Maintenance Reserve Fund if
approved by voters

The COMAP REPORT is a publication to keep state government employees informed. For more information, contact
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